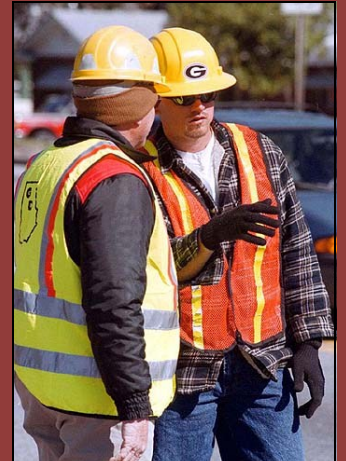
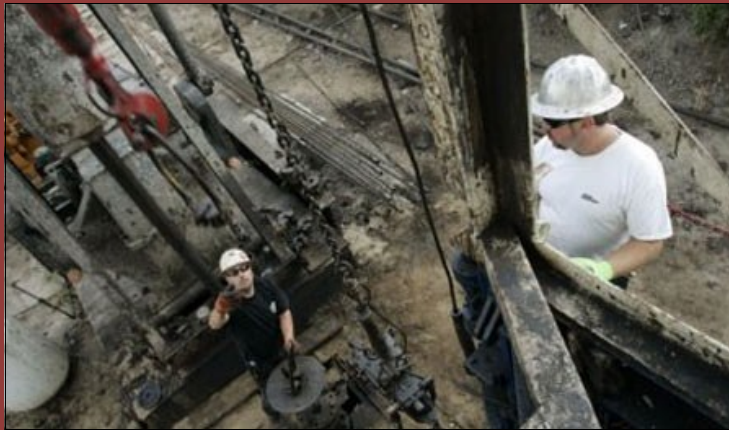


*Help your business:*

## Employee Tobacco Use is Hurting Your Bottom Line



WEST VIRGINIA TOBACCO  
**CESSATION** PROGRAM  
West Virginia Department of Health and Human Resources

division of  
**TOBACCO  
PREVENTION**  
West Virginia Department of Health and Human Resources  
Bureau for Public Health

WEST VIRGINIA  
Department of  
**Health & Human  
Resources**  
BUREAU FOR PUBLIC HEALTH

# Help your business:

## Employee Tobacco Use is Hurting Your Bottom Line

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**STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
BUREAU FOR PUBLIC HEALTH  
Commissioner's Office**

350 Capitol Street, Room 702  
Charleston, West Virginia 25301-3712  
Telephone: (304) 558-2971 Fax: (304) 558-1035

**Earl Ray Tomblin  
Governor**

**Karen L. Bowling  
Cabinet Secretary**

Dear Business Owners:

I would like to tell you about an exciting chance to increase your business's bottom line. Smoking cessation programs have been implemented in other worksites around the country and achieved very good results. We know it has the potential to benefit your company and employees. I hope you will take a moment and review our smoking cessation tool kit for businesses.

- ◆ Promoting tobacco cessation in the workplace can reduce absenteeism, lower health care costs, improve employee morale, reduce employee turnover, and enhance employee recruitment.
- ◆ Smoking-related illnesses annually cost West Virginia \$1,865 per smoker in excess medical expenses.
- ◆ Absenteeism is 50% higher for smokers than non-smokers.

This tool kit is a free resource that encourages employees to set personal goals toward adopting a tobacco-free worksite and aid in helping employees quit using tobacco products. Working together to encourage employees to stop the chain of tobacco addiction will eventually increase your bottom line.

- ◆ This tool kit will provide you with the tools needed to help your employees quit using tobacco products and implement tobacco-free worksite policies.
- ◆ Also, you will find information to direct your employees to the WV Tobacco Quitline which offers one-on-one proactive coaching for tobacco users who are ready to quit and free Nicotine Replacement Therapy.

For more information, please contact the Division of Tobacco Prevention at (304) 356-4251. You can read more about the tool kit at our website: [www.wvdtb.com](http://www.wvdtb.com).

Healthfully yours,

A handwritten signature in blue ink, appearing to read "Rahul Gupta".

Rahul Gupta, MD, MPH, FACP  
Commissioner and State Health Officer  
Bureau for Public Health

# *Help your business:*

## **Employee Tobacco Use is Hurting Your Bottom Line**

### ***Tobacco Use in West Virginia***

Every year 3,800 West Virginia residents die prematurely because of direct effects of smoking.<sup>1</sup>

- ♦ 1,543 die from cancer caused by smoking.
- ♦ 1,050 die from cardiovascular disease caused by smoking.
- ♦ 1,183 die from respiratory disease caused by smoking.

Each year, West Virginia's smoking related costs were approximately \$1.8 billion. These costs include ambulatory, hospital, prescription drug, nursing home and other costs.<sup>1</sup>

- ♦ In 2012, the adult smoking rate in West Virginia was 28.2%.<sup>2</sup>
- ♦ In 2012, the rate of smokeless tobacco use among males in West Virginia was 17.2%.<sup>2</sup>
- ♦ In 2012, 50% of tobacco users in West Virginia had tried to quit smoking.<sup>1</sup>

**An average of 73 of our friends, co-workers and neighbors die every week in West Virginia due to smoking.<sup>1</sup>**



# *Help your business:*

## **Employee Tobacco Use is Hurting Your Bottom Line**

### *Health Factors for the Non-Tobacco User*

#### **Secondhand Smoke**

- ♦ Secondhand smoke exposure causes disease and premature death in children and adults who do not smoke.
- ♦ Secondhand smoke contributes to lung disease in nonsmoking adults, causing aggravated asthma conditions, impaired blood circulation, bronchitis and pneumonia.
- ♦ Secondhand smoke increases the risk of Sudden Infant Death Syndrome (SIDS).
- ♦ Secondhand smoke has been recognized as a known human cancer-causing agent and scientific studies have demonstrated a direct relationship between exposure to secondhand smoke and lung cancer as well as heart and other diseases.
- ♦ Non-smokers are exposed to over 7,000 chemicals and 70 carcinogens in secondhand smoke.<sup>3</sup> These chemicals include formaldehyde, carbon monoxide, methane, lead and benzene.





# *Help your business:*

## **Employee Tobacco Use is Hurting Your Bottom Line**

### *What are the Health Risks of Using Smokeless Tobacco?*

- ♦ Smokeless tobacco is not a safe substitute for smoking cigarettes.
- ♦ Nicotine and other harmful chemicals found in tobacco are NOT removed by spitting; they mix with saliva which after contact with tissues of the mouth and throat is absorbed through the oral mucous membranes into the bloodstream.
- ♦ Oral tobacco products (snuff or chewing tobacco) are associated with cancers of the cheek, gums and inner surface of the lips.
- ♦ In 2012, 17.2% of West Virginia males used smokeless tobacco.<sup>2</sup>
- ♦ The nicotine content in one dip of snuff can be **four times** that of one cigarette.
- ♦ 28 carcinogens have been identified in chewing tobacco and snuff.<sup>4</sup>



# *Help your business:*

## **Employee Tobacco Use is Hurting Your Bottom Line**

### ***What are E-cigarettes?***

**E-cigarettes (or electronic cigarettes) are battery-operated devices people use to inhale nicotine.**

- ♦ They often look like regular cigarettes.
- ♦ They give off a vapor instead of smoke.
- ♦ The vapor comes from heating a liquid.
- ♦ The liquid usually has nicotine and other chemicals.



### **The nicotine in e-cigarettes may harm your health.**

- ♦ Nicotine is highly addictive and is a poison that can kill.
- ♦ Once you start, it is very hard to stop.
- ♦ Some e-cigarette liquids have toxins such as antifreeze.
- ♦ E-cigarettes can contain other chemicals and some of them are known to cause cancer.
- ♦ There are no rules for safety labels or childproofing on e-cigarettes.

### **The health effects are not known.**

- ♦ E-cigarettes are very new and no one really knows the harm they may cause.
- ♦ Long-term studies on the health effects have not been done.
- ♦ There is no proof that the vapor is safe for the person smoking or for those around them.

## WEST VIRGINIA BUSINESS OWNERS:

# EMPLOYEE TOBACCO USE IS HURTING YOUR BOTTOM LINE

In this era of rising health insurance cost, each employee who uses tobacco products directly impacts your business's bottom line. Consider these statistics:

### HEALTH CARE RESOURCES

- ◆ Smoking-related illnesses annually cost West Virginia \$1,865 per smoker in excess medical expenses.<sup>1</sup>
- ◆ On average, tobacco users cost company pharmaceutical plans twice as much as non-users.

### ABSENTEEISM AND PRODUCTIVITY

- ◆ Absenteeism is 50% higher for smokers than for nonsmokers.
- ◆ Tobacco use is a leading cause of lost productivity. Employees who smoke have almost twice as much lost production time per week than workers who do not smoke.

### MORTALITY<sup>1</sup>

- ◆ On average, each West Virginia resident (35+) who has a smoking-related death loses 14.6 years of life. This equals an average of \$283,000 per year in lost wages due to each premature death. \*

### WORKERS' COMPENSATION

- ◆ Businesses pay an average of \$2,189 in workers' compensation costs for smokers, compared with \$176 for nonsmokers. Smokers' bodies cannot heal as quickly.

\*The annual economic costs of smoking-related diseases in WV (health care costs plus lost wages due to death) amount to about \$9 per pack of cigarettes.

### HOW CAN YOU REVERSE THIS IMPACT ON YOUR BOTTOM LINE?

- ◆ Smoking and tobacco cessation interventions are the single most cost-effective health benefit you can provide to your employees.
- ◆ Consider a work site tobacco cessation program to help your employees quit.

The WV Tobacco Cessation Quitline connects people who want to quit using tobacco products with an experienced Quit Coach.

### THE QUITLINE OFFERS:

- ◆ One-on-one proactive coaching for tobacco users who are ready to quit.
- ◆ Information on tobacco dependence for health care professionals.
- ◆ Information about local resources to help tobacco users quit.
- ◆ Free Nicotine Replacement Therapy (NRT) which includes patches, gum and lozenges.
- ◆ Four free proactive coaching calls.
- ◆ Up to four reactive coaching calls.
- ◆ Free educational materials and personalized quit plan.
- ◆ Fax to Quit Program – complete the Fax to Quit form and Quitline personnel will be in contact within 24 hours to complete the in-take process.

**CALL THE DIVISION OF TOBACCO PREVENTION FOR MORE INFORMATION at 866.384.5250.**



# Help your business:

## Employee Tobacco Use is Hurting Your Bottom Line

### Calculating the Return on Investment (ROI): Employee Tobacco Cessation Coverage Utilizing Telephonic Counseling and Medication

Tobacco use is costly to employers, however, offering employees a cessation benefit that includes telephonic counseling and medication through the statewide Quitline has a positive return on investment (ROI). The following information can assist employers in calculating an approximate ROI for providing cessation coverage to their employees.

Consider the following when calculating a ROI for providing employees with cessation coverage:

- ♦ West Virginia has a cigarette smoking prevalence of 28.2% among its total adult population. If a company's smoking rate is unknown, the State's prevalence rate can be used to calculate a ROI.
- ♦ In a 2012 study by Berman et al, smoking employees cost the employer \$6,112 per year in excess health care cost, absenteeism, lower on-the-job productivity (presenteeism), and smoke breaks.<sup>5</sup>
- ♦ The West Virginia Tobacco Cessation Quitline has a quit rate of 35%.
- ♦ The West Virginia Tobacco Cessation Quitline services (counseling and medication) cost on average \$250 per participant as of September 2014.
- ♦ Reach is the number of employees who participate in the cessation program, will depend on the amount of promotion, outreach and/or incentives provided to employees. The table below calculates an ROI based on three levels of reach.

Employer Estimated ROI for Employee Tobacco Cessation Coverage Using Telephonic Counseling (Quitline) and Medication			
<b>Calculate # of smokers</b> based on the state's smoking prevalence rate or the company's smoking rate. ( <i># of employees x 28.2%</i> ). <i>Insert that number in all three columns.</i>	= ____ # of smokers	= ____ # of smokers	= ____ # of smokers
<b>Calculate # of program participants</b> based on a 5%,10%,20% level of reach. ( <i># smokers x .05, .10 or .20</i> ) = <i># of program participants</i>	5% Reach = ____ program participants	10% Reach = ____ program participants	20% Reach = ____ program participants
<b>Calculate the # of smokers who quit</b> ( <i># of program participants x 35%</i> ) = <i># of smokers who quit smoking</i>	= ____ smokers who quit	= ____ smokers who quit	= ____ smokers who quit
<b>Estimated Quitline program cost</b> ( <i>\$250 x # of program participants</i> ) = <i>program cost</i>	= \$ ____ program cost	= \$ ____ program cost	= \$ ____ program cost
<b>Cost savings</b> ( <i># smokers who quit x \$6,112</i> ) = <i>annual cost of smoking incurred by the company</i>	= \$ ____ cost savings	= \$ ____ cost savings	= \$ ____ cost savings
<b>ROI = (Savings ÷ Cost)</b>	= ____ ROI	= ____ ROI	= ____ ROI

# Help your business:

## Employee Tobacco Use is Hurting Your Bottom Line

### Employer Estimated ROI for Employee Tobacco Cessation Coverage

#### *For example:*

Scott Electric employs 2,000 employees. The State's smoking prevalence rate is 28.2% among the adult population. It is estimated that 5% of smokers would use the cessation program during the first year. The State's Quitline has a success rate of 35% and has a Quitline program cost of \$250\* for counseling sessions and nicotine replacement therapy. The following calculations:

2,000 employees x .282 prevalence rate = 564 employees who smoke

564 smokers x .05 reach = 28 program participants

28 program participants x .35 (quit rate) = 10 employees who quit smoking

Cessation program cost: 28 program participants x \$250 per participant = \$7,000

Cost savings: 10 employees who quit smoking x \$6,112 = \$61,120

**\*ROI:** (\$61,120 cost savings ÷ \$7,000) = **8.7**

*This shows cost savings for just one year, but every year that ex-smoker is your employee, you will save this money.*

*\*The result is expressed as a ratio. A ratio greater than one means that the benefit outweighs the cost. For every dollar spent for promoting cessation programs, you will save over \$8.00. Please note that this ROI calculation provides an approximate ROI. For a more stringent ROI calculation, visit <http://www.businesscaseroi.org/roi/apps/calculator/calintro.aspx>.*

If you need assistance in calculating ROI, please contact the Division of Tobacco Prevention toll-free at (866) 384-5250 or for more information visit our website at [www.wvdtpr.com](http://www.wvdtpr.com).



# *Help your business:*

## **Employee Tobacco Use is Hurting Your Bottom Line**

### *Benefits of Being Tobacco-Free*

**Promoting and supporting a tobacco-free workplace makes good business sense. It says a lot about your commitment to your employees and customers.**

Five areas where a tobacco-free workplace will have a positive impact:

- ♦ For the Employee.
- ♦ For the Employer.
- ♦ Increase productivity and moral.
- ♦ Reduce absenteeism.
- ♦ Reduce liability.



#### **1. For the Employee:**

- ♦ Reduce risk of lung cancer. Employees exposed to secondhand smoke on the job are 20 to 30% more likely to get lung cancer.<sup>6</sup>
- ♦ Reduce heart attacks. Non-smokers who are exposed to secondhand smoke at home or work increase their risk for heart disease by 25 to 30%.<sup>6</sup>
- ♦ Reduce heart disease.
- ♦ Reduce upper respiratory infections.

# *Help your business:*

## **Employee Tobacco Use is Hurting Your Bottom Line**

### **2. For the Employer:**

- ♦ A tobacco-free environment helps create a safer, healthier workplace.
- ♦ Direct health care costs to the company may be reduced.
- ♦ A clear plan by the employer to lower employee's exposure to secondhand smoke shows the company cares.
- ♦ Employees may be less likely to miss work due to tobacco related illnesses.
- ♦ Maintenance costs go down when tobacco products are taken out of work facilities.
- ♦ Office equipment, carpets and furniture last longer.
- ♦ The risk of accidental fires is lowered.
- ♦ May be possible to get lower rates on health, life, disability and liability insurance coverage as fewer employees use tobacco.

### **3. Increase productivity and morale:**

- ♦ Employees who take four 10 minute breaks a day to smoke actually work one month less per year than a worker who doesn't take smoking breaks.<sup>7</sup>
- ♦ A tobacco-free workplace is more attractive to employees. In 2012, over 71% of WV adults did not smoke.<sup>2</sup>



# Help your business:

## Employee Tobacco Use is Hurting Your Bottom Line

### 4. Reduce absenteeism:

- ♦ Smokers on average miss 2.6 days more work per year due to sickness compared to nonsmokers.<sup>5</sup>



### 5. Reduce your liability:

- ♦ Having a tobacco-free workplace reduces the risk of lawsuits being filed by employees who become ill from breathing secondhand smoke.<sup>8</sup>
- ♦ Disability claims based on secondhand smoke exposure are eliminated.<sup>8</sup>
- ♦ A tobacco-free workplace prevents violations of the Americans with Disabilities Act that result from limiting access by people with respiratory problems who cannot patronize or work in your business due to tobacco smoke pollution.

IMPROVED EMPLOYEE HEALTH <sup>9</sup>	
AFTER QUITTING	PHYSICAL BENEFITS MAY INCLUDE:
2 WEEKS	Lung function and circulation improve.
9 MONTHS	Lungs improve capacity to clean and reduce infection.
1 YEAR	Risk of heart disease drops to half that of a smoker.
5-15 YEARS	Risk of stroke is the same as that of a nonsmoker.
10 YEARS	Risk of lung cancer is half that of a smoker.
15 YEARS	Risk of heart disease is similar to that of someone who never smoked.



# *Help your business:*

## **Employee Tobacco Use is Hurting Your Bottom Line**

### *Three Steps to Making Your Workplace Tobacco-Free*

#### **1. Using your company's health plan to help employees and their families quit using tobacco:**

Develop a strategy based on an understanding of tobacco use as an addiction. Avoid an approach that stigmatizes tobacco users. Many tobacco users make 7-8 attempts before they are successful in overcoming their addiction. The workplace should be a place that supports this challenging process.

Measures of success? Over time, employers should experience the long-term outcomes of:

- ♦ Reduced number of employees who use tobacco.
- ♦ Reduced absenteeism.
- ♦ Reduced health care costs.
- ♦ Reduced maintenance costs.



## *Help your business:*

### **Employee Tobacco Use is Hurting Your Bottom Line**

#### **2. Promote the West Virginia Tobacco Quitline 1-800-QUIT-NOW (1-877-966-8784):**

- ♦ The West Virginia Tobacco Cessation Quitline is one of the busiest Quitlines per capita in the United States.
- ♦ The West Virginia Tobacco Quitline has operated since July 2000. Since that time, the Quitline has enrolled over 80,000 West Virginians for Quitline services.
- ♦ West Virginia Quitline is FREE to all residents over the age of 18. The Quitline offers four proactive coaching calls and up to four reactive calls.
- ♦ Participants are eligible for eight (8) weeks of FREE nicotine replacement therapy - patches, gum or lozenges.



**West Virginia  
TOBACCO  
QUITLINE**  
**1-800-QUIT-NOW 1-877-966-8784**

# *Help your business:*

## **Employee Tobacco Use is Hurting Your Bottom Line**

### **3. Implement and maintain tobacco-free workplace policies and initiatives:**

#### *Implementing Your Tobacco-Free Policy*

**There are many things to keep in mind to make sure implementation of your tobacco-free policy goes smoothly and results in success:**

- ♦ Seek employee (staff, management) support through company communication channels (meetings, newsletters, payroll enclosures, bulletin boards, e-mails).
- ♦ Focus on the health and safety of everyone. Approximately 75% of your employees do not use tobacco products.
- ♦ Provide real and visible opportunities for employee participation in planning and implementing the policy.
- ♦ Maximize the potential for success by timing the policy implementation with New Year's Day or with an internal event (such as remodeling your facility or getting new carpet).
- ♦ Implement incentives that benefit employees and patrons.



# *Help your business:*

## **Employee Tobacco Use is Hurting Your Bottom Line**

### *Put Your Plan in Place*

**Here is a quick and easy checklist to follow as you implement your tobacco-free policy.\***

#### **One year from the date you want to go tobacco-free:**

#### **Check-off Box**

- ♦ Organize a committee to collect information about the impact to employees.
- ♦ Provide information on the benefits and reasons for this change.
- ♦ Gather input from the employees.

☐☐☐

#### **Nine months from the date you want to go tobacco-free:**

- ♦ Communicate with employees about the policy (e-mail, meetings, newsletters, bulletin boards).
- ♦ Make policy revisions after employees give their input.
- ♦ Print and post the new policy, highlighting the implementation date.
- ♦ Promote tobacco cessation resources.
- ♦ Provide in-service training to management and other key employees.

☐☐☐☐☐

# *Help your business:*

## **Employee Tobacco Use is Hurting Your Bottom Line**

### **Two months from the date you want to go tobacco-free:**

### **Check-off Box**

- ♦ Put up prominent tobacco-free signage.
- ♦ Highlight the availability of the West Virginia Tobacco Quitline (1-877-966-8784) as well as other tobacco treatment counseling and medication options.

☐☐

### **On Implementation Day:**

- ♦ Remove all ashtrays.
- ♦ Implement and enforce the policy.
- ♦ Go tobacco-free.

☐☐☐

### **After you have gone tobacco-free:**

- ♦ Follow-up with employees and evaluate the success of your tobacco-free policy.
- ♦ Continue to promote tobacco cessation resources.
- ♦ Be positive with all employees.
- ♦ Enforce the policy vigorously.

☐☐☐☐



# *Help your business:*

## **Employee Tobacco Use is Hurting Your Bottom Line**

### *Tobacco-free Campus*

#### **Benefits of Having a Tobacco-free Campus**

- ♦ Promoting and supporting a tobacco-free workplace and campus makes good business sense. It says a lot about your commitment to your employees and customers.
- ♦ Tobacco-free campus policies are not solely designed to protect nonsmokers from secondhand smoke but rather are intended to encourage employees to quit the use of tobacco products by limiting the places they can use tobacco while at work.
- ♦ Implementation of a smoke-free campus policy at work has been associated with an increase in quit rates and a reduction in daily cigarette consumption among continuing smokers.
- ♦ Among West Virginia adult smokers, 50% reported that they tried to quit smoking in the previous year.<sup>2</sup>
- ♦ Establishing a tobacco-free campus provides employees the opportunity to communicate a pro-health message and reduce tobacco related health care costs.



# Help your business:

## Employee Tobacco Use is Hurting Your Bottom Line

### *Additional Resources and Information*

#### ***Samples of Tobacco-Free Policies***

Here are two models of a policy employers can use to help establish and maintain a tobacco-free workplace for themselves and for their employees. It can be adapted as needed.

Because we recognize the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco, it shall be the policy of *Company Name*, effective [DATE], to provide a tobacco-free environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of oral tobacco products or “spit” tobacco, and it applies to both employees and non-employee visitors of *Company Name*.

#### **Definition**

1. No use of tobacco products will be allowed within the facilities of *Company Name* at any time.

The decision to not provide designated smoking areas outside the building will be at the discretion of management or other decision-making body.

The designated smoking area will be located at least 20 feet from the main entrance. (Some companies may want to establish a larger smoke-free zone, choose a different location for smoking or have no smoking on their property.)

All materials used for smoking in this area, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Supervisors will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management or other decision-making body.

(For a policy that extends tobacco-free to include all of the company property, substitute the following: No use of tobacco products is permitted within the facilities or on the property of *Company Name* at any time.)

# *Help your business:*

## **Employee Tobacco Use is Hurting Your Bottom Line**

2. No tobacco use in any company vehicle.

There will be no use of any form of tobacco in *Company Name* vehicles at any time.

There will be no tobacco use in personal vehicles when transporting people on *Company Name* authorized business.

3. Breaks

Supervisors will discuss the issue of taking breaks with their staff, both smokers and non-smokers. Together they will develop effective solutions that do not interfere with the productivity of the staff.

### **Procedure**

1. Employees will be informed of this policy through signs posted in *Company Name* facilities and vehicles, newsletters, inserts in pay envelopes, the policy manual, e-mail and/or orientation and training provided by their supervisors.

2. Visitors will be informed of this policy through signs and it will be explained by their hosts.

3. The *designated employee* will help employees who want to quit tobacco by helping them access recommended cessation programs and materials.

4. Any violations of this policy will be handled through the standard disciplinary procedure.

# *Help your business:*

## **Employee Tobacco Use is Hurting Your Bottom Line**

### *Smoke-free Campus Model Policy*

#### **RATIONALE**

Tobacco use is the leading cause of preventable death and disability in the United States. The U.S. Surgeon General states that there is no risk-free level of exposure to secondhand smoke, even brief exposure can be dangerous. The Environmental Protection Agency classifies secondhand smoke as a Class A carcinogen, the most dangerous category of cancer-causing agents.

#### **GOAL**

The goal of this tobacco-free policy is to improve the health of *Company Name* employees and visitors by reducing exposure to secondhand smoke and promoting tobacco cessation.

#### **POLICY**

Based on significant medical evidence and research documenting the health risks to users of all tobacco products, *Company Name* will provide a 100% tobacco-free environment for all employees, contractors and visitors. The use of tobacco products are prohibited on all *Company Name* campuses.

#### **SCOPE**

This policy applies to all *Company Name* employees, contractors and visitors.

#### **PROCEDURE**

##### 1. Definition –

a. Tobacco products prohibited include cigarettes, pipes, cigars, spit tobacco, electronic cigarettes, vaping devices and hookah.

# *Help your business:*

## **Employee Tobacco Use is Hurting Your Bottom Line**

- b. *Company Name* property includes all company-owned and leased parking lots. It excludes public streets and street parking.
2. Communication – “Tobacco-Free Workplace” signage is posted at all entrances. Human Resources will advise all new hires of this policy, including the consequences of non-compliance, in writing.
3. Responsibilities – Adherence to the tobacco-free policy is the responsibility of all *Company Name* employees, clients and visitors. Employees who do not conform to this policy are subject to disciplinary action. *Discipline process can be described below.*
4. Employees observing individuals not employed by *Company Name* violating this policy should courteously inform them of this policy and request their compliance.
5. Tobacco Use Cessation Program - As tobacco cessation represents the single most important step users can take to enhance the length and quality of their lives, *Company Name* is committed to providing support to all employees who wish to stop using tobacco products. *Company Name* employees have access to several types of assistance.

### **QUESTIONS**

Any questions regarding the interpretation or enforcement of this policy are to be brought to the Human Resources Department.



*Help your business:*

**Employee Tobacco Use is Hurting Your Bottom Line**

***Sample Signage***

Sign (Door/Wall)



Table Tent



*Help your business:*

**Employee Tobacco Use is Hurting Your Bottom Line**

Window Cling/Decal



Smoke-free Campus



*Help your business:*

**Employee Tobacco Use is Hurting Your Bottom Line**

Sign (Door/Wall)



# *Help your business:*

## **Employee Tobacco Use is Hurting Your Bottom Line**

### *Sample Memo to Employees*

As an employer, management is dedicated to providing a healthy, comfortable and productive work environment for its employees.

In accordance with the (**County Clean Indoor Air Act**), it shall be the policy of **Company Name** to provide a tobacco-free environment for all employees and visitors. This policy covers the smoking of any tobacco product, including e-cigarettes and the use of spit tobacco and applies to both employees and visitors.

Therefore, **Company Name** shall be entirely tobacco-free effective (**date effective**). The company acknowledges that tobacco use is a matter of personal choice. No one is requiring tobacco users to quit. We are only asking that there be no tobacco use on company premises. A variety of options will be made available to employees who are interested in programs for quitting tobacco use.

The new tobacco policy will cover all campuses of this corporation. Copies of this policy will be distributed to all employees. Signs will be posted in appropriate places.

As we move toward a tobacco-free work environment, smokers, smokeless-tobacco users and non-smokers need to work together to ensure a safe and healthy workplace. Between now and (**date effective**), you will receive more information to ensure that implementation of the policy goes smoothly.

# *Help your business:*

## **Employee Tobacco Use is Hurting Your Bottom Line**

### ***Partners***

#### **West Virginia Division of Tobacco Prevention**

350 Capitol Street, Room 514

Charleston, WV 25301

Phone: 304-356-4193

Fax: 304-558-1553

[www.wvdtb.com](http://www.wvdtb.com)

#### **American Lung Association of WV**

2102 Kanawha Blvd, East Charleston, WV 25311

Phone: 304-342-6600

Fax: 304-342-6096

Email: [cfields@lunginfo.org](mailto:cfields@lunginfo.org)

Website: <http://www.lunginfo.org>

#### **West Virginia Tobacco Quitline**

beBetter Health

6 Craddock Way

Poca, WV 25143

Phone: 1-800-QuitNow

Phone: 1-877-966-8784

#### **American Heart Association**

162 Court St

Charleston, WV 25301

Phone: 304-720-9001

<http://www.heart.org/HEARTORG/>

#### **American Cancer Society**

Charleston Office

301 R H L Blvd Suite 6

Charleston, WV 25309

Phone: 304-746-9950

<http://www.cancer.org>

#### **West Virginia Hospital Association**

100 Association Drive

Charleston, WV 25311

Phone: 304-344-9744

Fax: 304-414-0210

<http://www.wvha.org>



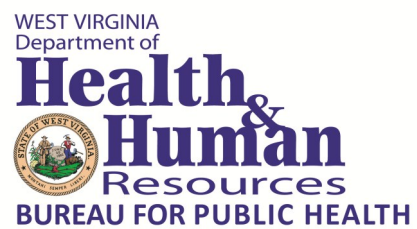
# *Help your business:*

## **Employee Tobacco Use is Hurting Your Bottom Line**

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*\*Special thanks to the Nebraska Department of Health and Human Services for sharing information included in their "Help your business, Make a Difference, A tool kit for tobacco-free worksites," as much of this material came from their Employer's Tool kit.*



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